



Request for Proposals (RFP)

City of Torrance | 3031 Torrance Blvd, Torrance CA 90503 | www.TorranceCA.Gov

RFP No. B2015-09

RFP for Construction Support Services for the 2015 Residential Slurry Seal Program, I-159 and Arterial Street Pavement Sealing Program, I-139

RFP Submittal Information

Proposals may be mailed or hand delivered. No faxed proposals will be accepted.

Late proposals will not be accepted. No Exceptions.

Location:	Office of the City Clerk 3031 Torrance Blvd. Torrance, CA 90503
Date:	Monday, April 27, 2015
Time Deadline:	3:00 p.m. Local (Pacific) Time

Submittal Requirements

An original, plus three (3) printed copies of your RFP submittal must be submitted in a sealed envelope, marked with **"RFP for Construction Support Services for 2015 Residential Slurry Seal Program, I-159 and Arterial Street Pavement Sealing Program, I-139, RFP B2015-09"** by the deadline date and time listed above. Your submittal must include the following:

1. Complete Proposal
2. Vendor's Response (Section III of this document pages 9 through 14) on the forms provided. If additional space is required, please attach additional sheets/pages.
3. Proposer's Affidavit (Attachment 1)
4. Addenda, if any issued by the City
5. Proposed Alternative language to City's Pro Forma Consulting Service Agreement, if applicable (Attachment 2)

NOTE: A FIRM PREVIOUSLY HIRED BY THE CITY TO PERFORM ENGINEERING DESIGN SERVICES FOR THIS PROJECT IS NOT ALLOWED TO PROPOSE OR PROVIDE ITS SERVICES FOR THE CONSTRUCTION PHASE.

Prior to the award of a Contract to the successful vendor, the following is to be submitted to the City of Torrance

- Proof of a City of Torrance Business License, please contact the City of Torrance Business License Office at (310) 618-5923.

General Questions Regarding this RFP Must be Directed to:

Stephanie Comon
Assistant Civil Engineer
(310) 618-3079
scomon@torranceca.gov

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RFP for Construction Support Services for 2015 Residential Slurry Seal Program, I-159 and Arterial Street Pavement Sealing Program, I-139

SECTION I RFP INSTRUCTIONS AND INFORMATION

Notice is hereby given that sealed proposals will be received in the office of the City Clerk, City Hall, 3031 Torrance Boulevard, Torrance, CA, until 3:00 p.m. Monday, April 27 2015. An original and three (3) printed copies of each proposal must be submitted in a sealed envelope and clearly marked: **“RFP for 2015 Residential Slurry Seal Program, I-159 and Arterial Street Pavement Sealing Program, I-139, RFP B2015-09”**

The City of Torrance:

The City of Torrance is situated on the western side of Los Angeles County. It is bordered by the Palos Verdes Peninsula on the south, the City of Gardena on the north, the City of Redondo Beach on the north and west boundaries, the City of Lomita on the east and the Pacific Ocean on the west. The City encompasses an area of approximately 21 square miles, 329 miles of Streets, 1870 intersections, 550 miles of sidewalks, 47,000 Street Trees, 6 Public Libraries, a Municipal Airport, 46 Parks & Recreation Amenities, 6 Fire Stations, 1 Police Station and 1 Police Community Center, and has an estimated population of approximately 146,115, which makes Torrance one of the top 10 cities in Los Angeles County in regards to population.

Background:

The City of Torrance Public Works Department is requesting proposals from qualified Firms to provide Construction Support Services for 2015 Residential Slurry Seal Program, I-159 and Arterial Street Pavement Sealing Program, I-139. Interested Firms must propose no more than three (3) qualified candidates to be considered for the Construction Inspector position. The estimated construction cost is between \$3,500,000 and \$3,700,000, not including construction management and inspection.

Construction of this project is anticipated to commence in June 2015 and continue through October 2015.

Definitions:

Word	Definition as applied to this RFP
City	The City of Torrance, California
Vendor, Contractor, Proposer, Firm or Consultant	The person, firm, company or corporation providing services to the City, or submitting a proposal in response to this RFP
Contract, Purchase Order, Agreement, Purchasing Agreement	The agreement between the awarded Vendor and the City as a result of this Request for Proposals
Engineer	The Public Works Director and/or the City Engineer of the City of Torrance, acting either directly or through properly authorized agents (e.g. Engineering Manager, Project Engineer, or Inspector), and such agents acting within the scope of the particular duties entrusted to them.

Proposal Submittal Form:

The proposal must be made on the form provided for that purpose, enclosed in a sealed envelope, and marked **“RFP for 2015 Residential Slurry Seal Program, I-159 and Arterial Street Pavement Sealing Program, I-139, RFP B2015-09”** and addressed to the City Clerk, City of Torrance, 3031 Torrance Blvd., Torrance, CA 90503. If an individual makes the proposal, it must be signed by that individual, and an address, telephone

(and fax number if available) must be given. If made by a business entity, it must be signed by the person(s) authorized to execute agreements and bind the entity to contracts. A full business address, telephone (and fax number if available) must be given. No telegraphic, fax or telephonic proposal will be considered.

Blank spaces in the proposal form must be filled in; using ink, indelible pencil, or typewriter, and the text of the proposal form must not be changed. No additions to the form may be made. Any unauthorized conditions, limitations, or provisos attached to a proposal will render it informal and may cause its rejection. Alterations by erasure or interlineations must be explained or noted in the proposal form over the signature of the Proposer.

Questions:

Questions must be submitted in writing via email to Ms. Stephanie Comon, Assistant Civil Engineer, at (scomon@torranceca.gov) by 12:00 Noon, local Pacific time on Monday, April 20, 2015. No questions will be answered by telephone. Questions submitted after this date will not be answered. Written answers and any other changes to the RFP will be sent (via email or the US Postal Service) to all known perspective proposers as an addendum to the RFP.

Errors and Omissions:

The proposer will not be allowed to take advantage of any errors and/or omissions in these specifications or in the proposer's specifications submitted with its proposal. Full instruction will always be given when errors or omissions are discovered.

Proposers Examination of Requirements:

The Proposer is required to examine carefully the site, the instructions, information and specifications of this document, investigate the conditions to be encountered, the character, quality and quantities of work to be performed as required by this document. Submission of a proposal will be considered prima facie evidence that the Proposer has made such examination.

Reservation:

The City reserves the right to revise or amend these specifications prior to the date set for opening proposals. Revisions and amendments, if any, will be announced by an addendum to this RFP. If the revisions require additional time to enable vendors to respond, the City may postpone the opening date accordingly. In such case, the addendum will include an announcement of the new proposal submittal due date.

All addenda must be attached to the proposal. Failure to attach any addendum may render the proposal non-responsive and cause it to be rejected.

The City reserves the right to award a contract to a company solely on the basis of the initial proposal submitted. The City reserves the right to require more information and clarification on information submitted in the proposal to complete the evaluation.

The City Council reserves the right to reject any and all proposals received, to take all proposals under advisement for a period not to exceed ninety (90) days after the date of the opening, to waive any informality on any proposal, and to be the sole judge of the relative merits of the material and or service mentioned in the respective proposals received. The City reserves the right to reject any proposal not accompanied with all data or information required.

This Request for Proposals does not commit the City to award a contract or to pay any cost incurred in the preparation of a proposal. All responses to this RFP document become the property of the City of Torrance.

The City reserves the right to examine all factors bearing on a Proposer's ability to perform the services under the contract. The City reserves the right to reject any proposal not accompanied with all data or information required. The City reserves the right to cancel this solicitation, without penalty, at its sole discretion.

Affidavit:

An affidavit form is enclosed. It must be completed signifying that the proposal is genuine and not collusive or made in the interest or on behalf of any person not named in the proposal, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer. Any proposal submitted without an affidavit or in violation of this requirement will be rejected. (Attachment 1)

Evaluation of Proposals:

The City will be the sole determiner of suitability to the City's needs. The City's project evaluation team will evaluate proposals based on the evaluation criteria listed below. Proposals will be ranked and that ranking will be made public. Subsequently, the City may interview a qualified Firm, prior to deciding whether or not to recommend the award of an Agreement.

Description of Evaluation Criteria	Possible Points
Firm's qualification and experience with Public Works construction projects; and completeness of RFP	20
Proposed Inspector's (s') qualifications	30
Proposed Inspector's (s') experience with similar projects	30
Proposed wage rates and/or fees (see Submittal Requirements for prevailing or non-prevailing wage rates)	20
Maximum Total Points =	100

The Contract:

The vendor to whom the award is made will be required to enter into a written contract with the City of Torrance. Attached is a copy of the City's standardized contract (Attachment 2), which will be modified to reflect the awarded RFP. A copy of this RFP and the accepted proposal will be attached to and become a part of the contract.

Contract Term:

The initial contract will be for a period of 1 year, from the date approved by City Council.

Independent Contractor:

The successful proposer is, and will at all times remain as to the City, a wholly independent contractor. Neither the City nor any of its agents will have control over the conduct of the Contractor or any of the Contractor's employees, except as otherwise set forth in the awarded Agreement. The Contractor's agents and employees are not and will not be considered employees of the City for any purpose. The Contractor may not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of the City. The City has no duty, obligation, or responsibility to the Contractor's agents or employees under the Affordable Care Act.

The Contractor is solely responsible for any tax penalties associated with the failure to offer affordable coverage to its agents and employees under the Affordable Care Act and any other liabilities, claims and obligations regarding compliance with the Affordable Care Act with respect to the Contractor's agents and employees. The City is not responsible and will not be held liable for the Contractor's failure to comply with the Contractor's duties, obligations, and responsibilities under the Affordable Care Act. The Contractor agrees to defend, indemnify and hold the City harmless for any and all taxes and penalties that may be assessed against the City as a result of the Contractor's obligations under the Affordable Care Act relating to the Contractor's agents and employees.

Payments:

The contract Firm must submit hardcopy invoices on a monthly basis to the City's Finance Department/Accounts Payable Division, 3031 Torrance Blvd, Torrance CA 90503. An electronic copy of the monthly invoice must be sent to the Project Engineer via email. Progress payments on the contract prices will be made in approximately thirty (30) days from date of delivery, or completion and acceptance, unless otherwise provided for in Proposer's proposal or in these specifications. Payments will be made upon verification and acceptance by the City of contract services performed and upon the City's receipt of a correct invoice.

Suspension of Procurement:

The City may suspend, in writing all or a portion of the procurement of materials or services pursuant to this RFP and subsequent contract agreement, in the event unforeseen circumstances make such procurement impossible or infeasible, or in the event City should determine it to be in the best interest of City to cancel such procurement of services or materials.

In the event of termination, selected Proposer will perform such additional work as is necessary for the orderly filing of documents, and closing of project.

The selected Proposer will be compensated for the terminated procurement on the basis of materials or services actually furnished or performed prior to the effective date of termination, plus the work reasonably required for filing and closing.

Notice:

Whenever it will be necessary for either party to serve notice on the other respecting the Agreement, such notice will be served by personal delivery or by certified mail to the following addresses, unless and until different addresses may be furnished in writing by either party or the other, and such notice will be deemed to have been served within seventy-two (72) hours after the same has been deposited in a United States Post Office by certified mail or has been delivered personally, and will be valid and sufficient service of notice for all purposes:

CITY: City Clerk
City of Torrance
3031 Torrance Boulevard
Torrance, CA 90503

VENDOR: Will be determined upon award of contract.

Notice of Intent to Award:

Approximately two (2) weeks prior to the anticipated City Council meeting awarding a contract as a result of the RFP, the City will notify all proposer's of its intent to award. Results will be posted on the City of Torrance Web site http://www.torranceca.gov/PDF/Recommendation_to_Award_Notification.pdf and on the project website at: <http://www.torranceca.gov/28471.htm>.

City of Torrance Bid/RFP Protest Procedures:

The City of Torrance Bid/RFP Protest Procedures may be found on the City of Torrance Web site: http://www.torranceca.gov/PDF/Bid_RFP_Protest_Procedures.pdf

SECTION II TECHNICAL REQUIREMENTS**Overview/Introduction:**

The City of Torrance is requesting proposals from qualified Firms for Construction Support Services for the 2015 Residential Slurry Seal Program, I-159 and Arterial Street Pavement Sealing Program, I-139. The project will be constructed over a 95 working day period.

This RFP is intended to be as descriptive as possible. However, Proposers may not take advantage of omissions or oversights in this document. Proposers must supply products and services that meet or exceed the requirements of this RFP. In the event of a dispute over installation or performance, the needs of the City of Torrance will govern.

Construction of this project is anticipated to commence in June 2015 and continue through October 2015, with an estimated 95 working days.

Scope of Work:

A qualified Construction Inspector, at minimum, must be able to perform the following tasks/duties:

- Assist City staff with the overall construction management/inspection of the project.
- Monitor the Contractor's compliance with the project Contract and Specifications.
- Assist City staff with public relations, including distributing construction notices and responding to inquiries of residents and the general public.
- Attend the pre-construction meeting, and subsequent weekly field meetings, as needed.
- Assist City staff with assessment of existing pavement condition and recommendation of dig-out locations.
- Assist in the review of Contractor's submittals, including proposed construction schedules, and other submittals required by the project Plans and Specifications.
- Ensure the Contractor adheres to the approved construction schedule.
- Be present on the job site when construction is in progress, and when required.
- Provide assistance and direction to technicians performing materials tests, as needed.
- Measure and verify all project pay item quantities, in-place.
- Review the Contractor's invoices and confirm all item quantities for payment.
- Assist in the review and processing of RFI, Change Orders, and Time and Materials work.
- Prepare daily inspection reports (Daily Activity Report, Weekly Statement of Working Days, etc.), as required.
- Review traffic control and coordinate any adjustments, as needed.
- Identify items requiring corrective action by either the Contractor or City.
- Develop "Punch List" items and monitor corrections made.

The above list will be used to establish a baseline for construction inspection services required for this project.

Experience Required:

A qualified candidate must have a minimum of 5 years experience with Public Works construction projects, including construction inspection experience with slurry seal projects, and have completed at minimum, three (3) projects of similar work. Candidates must be familiar with the Standard Specifications for Public Works

Construction (SSPWC “Greenbook”), and the Standard Specification of the State of California Department of Transportation (Caltrans).

Proposal Submittal:

Interested Firms must submit an original plus three (3) printed copies of their complete proposal. Proposals must include the following information in the ordered format outlined below:

- I. Cover Letter
- II. Resumes of no more than three (3) qualified candidates/inspectors
 - A. Qualifications
 - B. List education, licenses, and/or certifications
 - i. Recent Inspection Experience
 - ii. List similar projects - include project cost and completion dates
 - iii. Describe relevant work performed on each project
- III. Proposal Submittal (Section III)
 - A. Firm’s Background and Recent Experience with Similar Projects (Include projects that proposed Project Manager has worked on)
 - B. Firm References
 - C. Candidate’s References
 - D. Wage Rates for weekdays, weekday overtime, Saturdays, Sundays, weekend day overtime.
- IV. Proposer’s Affidavit (Attachment 1)
- V. Addenda, if any issued by City
- VI. Proposed Alternative Language to City’s Pro Forma Consulting Services Agreement (if applicable)

Proposers that do not provide these items in their proposal will be disqualified and their proposal will not be evaluated.

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SECTION III PROPOSAL SUBMITTAL

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE PROPOSAL.

In accordance with your "Request for Proposals (RFP)", the following proposal is submitted to the City of Torrance.

RFP Submitted By:

Name of Company

Street Address

City

Zip Code

Telephone Number

Fax Number

Printed Name/Title

E-Mail Address

Signature

Date

Form of Business Organization: Please indicate the following (check one);

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Other: _____

Do you have a Parent Company?: ☐ No ☐ Yes, _____
(Name of Parent Company)

Do you have any Subsidiaries?: ☐ No ☐ Yes, _____
(Name of Subsidiary Company)

Business History:

Years in business under your current name and form of business organization? _____ Years

If less than three (3) years and your company was in business under a different name, what was that name?

Contact for Additional Information:

Please provide the name of the individual at your company to contact for any additional information:

Printed Name

Title

Telephone

E-Mail Address

Vendor Name: _____

Addenda Received: Please indicate addenda information you have received regarding this RFP:

Addendum No.	Date Received

Addendum No.	Date Received

☐ No Addenda received regarding this RFP.

Payment Terms: The City of Torrance Payment terms are Net 30. The City does not make pre-payments, or pay upon receipt.

Do you offer any discounted invoice terms? _____

Project Start and Completion:

The City requires the project to start as soon as possible from the award of a contract and the project completed as soon as possible. Specific time frames that are mutually agreed upon will be established after award of a contract.

Project Manager:

Please provide the name of the individual at your company who will serve as Project Manager for this contract.

Name

Title

Telephone Number

Fax Number

Email Address

Contract Representative:

Please provide the name of the individual at your company who will be responsible for administering this contract.

Name

Title

Telephone Number

Fax Number

Email Address

In the space below, please provide a narrative explaining your background and recent experience with similar projects as the scope of work identified in this RFP. If you require more space, you may attach additional sheets to you proposal submittal.

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook or legal stationery. There are no margins, text, or other markings on the page.

Provide at least three references that have your proposed product in a production implementation similar in size and operation to the City of Torrance. California Municipal governments are preferable.

1. _____
Company Name

Street Address	City	State	Zip Code
----------------	------	-------	----------

Contact Name	Telephone Number
--------------	------------------

2. _____
Company Name

Street Address	City	State	Zip Code
----------------	------	-------	----------

Contact Name	Telephone Number
--------------	------------------

3. _____
Company Name

Street Address	City	State	Zip Code
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Contact Name	Telephone Number
Mr. J. K. Smith	555-123-4567
Ms. A. B. Jones	555-987-6543
Mr. C. D. Brown	555-234-5678
Ms. E. F. Green	555-345-6789
Mr. G. H. Black	555-456-7890
Ms. I. J. White	555-567-8901
Mr. K. L. Gray	555-678-9012
Ms. M. N. Blue	555-789-0123
Mr. O. P. Yellow	555-890-1234
Ms. Q. R. Purple	555-901-2345
Mr. S. T. Pink	555-012-3456
Ms. U. V. Orange	555-123-4567
Mr. W. X. Green	555-234-5678
Ms. Y. Z. Blue	555-345-6789

Price Proposal Cost Breakdown To Provide the Services Required in this RFP (Hours are anticipated. The City will only pay for actual hours worked and at Non-Prevailing Wage Rates.)			
Description	No. of Hours	Labor Cost Per Hour (\$)	Extended Cost
Inspector's Weekday Rate	750	\$	\$
Inspector's Weekday Overtime Rate	50	\$	\$
Inspector's Saturday Rate (up to 12 hours)	48	\$	\$
Inspector's Sunday Rate (up to 12 hours)	36	\$	\$
Total Price Proposal			\$

Vendor Name: _____

RFP Submittal Requirement and Acknowledgement	
Vendors are required to answer each of the questions listed below. You must indicate below that you have provided this information in your proposal submittal. You must attach additional sheets to your RFP submittal describing in detail the service you are proposing.	
RFP Scope of Work Questions	Indicate what page in your proposal you have answered this question.
Did you include original and 3 copies of your RFP Submittal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you include a signed Affidavit Form with your RFP Submittal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you attach additional sheets to answer the Background and Recent Experience with Similar Projects information on page 12 of this RFP?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal.
Did you complete a project proposal as described in the Technical Requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you include all addenda if any issued by the City?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you include resumes of no more than three (3) qualified candidates?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal.
Did you include References (for the Construction Inspector and Contract Administrator)?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal
Are your Wage Rates (Non-Prevailing) Included?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal.
Have you included Proposed Alternative Language to City's Pro Forma Consulting Services Agreement (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ____ of our submittal

_____ being first duly sworn deposes and says:

1. That he/she is the _____ of _____
(Title of Office) (Name of Company)

Hereinafter called “proposer”, who has submitted to the City of Torrance a proposal for

(Title of RFP)

2. That the proposal is genuine; that all statements of fact in the proposal are true;
3. That the proposal was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
4. That the Proposer did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham proposal, to refrain from proposing, or to withdraw his proposal, to raise or fix the proposal price of the Proposer or of anyone else, or to raise or fix any overhead, profit or cost element of the Proposer's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other Proposer, or anyone else interested in the proposed contract;
5. That the Proposer has not in any other manner sought by collusion to secure for itself an advantage over the other Proposer or to induce action prejudicial to the interests of the City of Torrance, or of any other Proposer or of anyone else interested in the proposed contract;
6. That the Proposer has not accepted any proposal from any subcontractor or materialman through any proposal depository, the bylaws, rules or regulations of which prohibit or prevent the Proposer from considering any proposal from any subcontractor or material man, which is not processed through that proposal depository, or which prevent any subcontractor or materialman from proposing to any contractor who does not use the facilities of or accept proposals from or through such proposal depository;
7. That the Proposer did not, directly or indirectly, submit the Proposer's proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Proposer in its business.
8. That the Proposer has not been debarred from participation in any State or Federal works project.

Dated this _____ day of _____, 20_____.

(Proposer Signature)

(Title)

ATTACHMENT 2
CITY'S STANDARDIZED CONTRACT